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Give and expect the best

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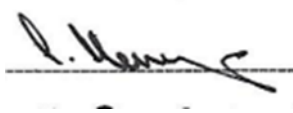

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Biometric Information Policy (Statutory)

Policy Adoption

Date	Reviewed/Adopted by	Next review date	Review Frequency
18.06.24	Full Governing Board	June 2025	Annually

Governing Board Approval

Signed	Title
	Chair of Governors
	Headteacher



Document Control

Date	Version	Author	Notes
10/03/2018	3.00	P Leake	New Policy
06/06/2018	3.10	P Leake	Amended references to Data Protection Act 1998, replaced with Data Protection Act 2018
11/08/2018	3.20	P Leake	Replaced header as badge/phone numbers have changed
02/02/2020	3.30	P Leake	Amended section 4 to reference use of system in electronic registration of students
24/02/2022	3.40	P Leake	Policy review Amended section 4 to include the library management system
09/03/2023	3.50	P Leake	No Changes
02/05/2024	3.60	P Leake	No Changes

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Introduction

Barking Abbey School currently uses biometric identification systems for cashless catering. Biometric identification is one of many systems used within the school to provide a more efficient service to our students.

Please note that use of the biometric identification systems is intended to be as permissive and flexible as possible under current Governmental directives and Department for Education guidelines.

1 Policy Statement

- Barking Abbey School reserves the right to amend this policy at any time, without notice
- This policy replaces and supersedes all previous versions.
- A copy of this document can be found under the Policies section of the school website.
- When printed this document should be considered uncontrolled.

2 Biometric Data

- Biometric data means personal information about an individual's physical or behavioural characteristics that can be used to identify that person. This can include their fingerprints, facial shape, retina and iris patterns, and hand measurements.
- The biometric identification systems operated at Barking Abbey School uses the finger and its image to uniquely identify each student.
- The system measures many aspects of the finger to do this. Students have their fingerprint registered, which is translated in to a unique identification code, which is entered into the system. The **system does not create or store an image of the fingerprint.**
- When a student uses the biometric identification systems, they are identified by their identification code.
- This form of identification is called Biometrics, which translated means measurements of human characteristics. **This is not fingerprinting.**
- The image of the fingerprint itself is not recorded or stored and cannot be regenerated from the digital data.
- Biometric data that is collected by the school is processed in accordance with the Data Protection Act 2018. In particular:
 - The biometric data is stored securely on an encrypted system to prevent any unauthorised or unlawful use.
 - The biometric data is not kept for longer than it is needed, meaning that the school will destroy a pupil's biometric data if they no longer use the system, leave the school, or if a parent withdraws consent
 - The school ensures that the biometric data is used only for the purposes for which it was obtained and that such data is not unlawfully disclosed to third parties.

3 Parental Consent

- New Government legislation, The Protection of Freedoms Act 2012, effective from September 2013, requires the school to:
 - Inform parents about the use of the biometric systems in the school and explain what applications use biometrics.
 - Receive written parental permission from one parent to use the biometric data of their child.
 - Provide an alternative method of being identified if parents object. Barking Abbey School offers a PIN code to students as its alternative identification method
- Permission is sought from parents by way of a letter of consent.
- Once a parent has given consent, the consent is valid until their child leaves the school.
- Parental consent can be withdrawn at any time, the notice for withdrawal must be provided to the school in writing.

4 Which systems will use this information?

Biometric information is currently used in:

- our cashless catering system, and class registration system.
- our library management system.

We will not use it in any other system without first informing you.

Our cashless catering/class registration and biometric system is provided by Biostore. Please see the Biostore Frequently Asked Questions below for further information on how the system works.

5 BioStore Frequently Asked Questions



What is BioStore?

BioStore is a central database located within a school, which stores the information which identifies pupils uniquely to each of the applications used at the school.

BioStore requires each pupil to register only once, usually by placing a finger on a fingerprint scanner, although other identification methods are available.

Why use BioStore instead of other existing identification methods?

BioStore's centralised system speeds up the registration process – each student need only register once, no matter how many applications requiring identification are in place at the school.

With a Biometric system, students cannot borrow or steal credentials from each other, reducing the opportunities for bullying. Queues are reduced, because the rate of identification of students is quickened.

Students need no longer carry cards, remember PIN numbers, or use cash to buy a meal.

Biometric systems save time and money for both school and pupils because the need to replace lost cards and forgotten passwords is eliminated.

Does BioStore record images of individual fingerprints?

BioStore does not store images of fingerprints on its system, and never will. Only mathematical representations of certain points of a finger image are recorded, typically between ten and sixty depending on the characteristics of the finger. This mathematical data is encrypted and is called a template. The data is extremely secure in its encrypted form, and even if it were not encrypted it would be impossible to recreate the original fingerprint image from the stored data.

Is it possible to recreate a fingerprint from the data stored by BioStore?

No, the BioStore system only stores a short string of encrypted numbers, too little data for the original print to be reconstructed.

How secure is the stored data? What would happen if somebody stole it?

The BioStore database is protected by a licence key, meaning that the database and any backup of its contents can only be accessed on licensed hardware. The hardware is stored in the school's own secure facility, so that the encrypted data is only available to the registered licensee. Even if a school's security were to be compromised and a backup of the database stolen, the encrypted data would still be unreadable, even by another school.

If I lose my bankcard then it can be replaced. But I can't replace my finger. If a template is stolen, have I lost my identity forever?

The simple answer is no. The fingerprint template stored in the database is merely a string of encrypted numbers. If this string of numbers were to be removed from the database, it would be useless, because it cannot

be recognised as a fingerprint. A fingerprint scanner checks for a real finger – it does not recognise a string of numbers.

Could the police or a court of law use the fingerprints stored in a BioStore database?

BioStore does not store fingerprint images. The recorded templates are comprised of a set of numbers which represent each person. This set of numbers will be unique within populations of hundreds, or a few thousands, of people. However, in a wider population the system is not accurate enough for the templates to be usable for forensic matching with any degree of certainty. A court of law would not be able to use this information as evidence.

What happens about twins, or someone who has hurt their finger?

Even identical twins have different fingerprints, and will not be mistaken for each other by BioStore. In very rare cases there are people who are born without fingerprints. Occasionally someone's fingerprints may deteriorate because of exposure to some chemical products, and sometimes temperature changes can cause reduction in fingerprint quality. However, a cut finger would not cause any problem for BioStore, unless it resulted in major disfigurement.

Is there any alternative for pupils who are unable to provide biometric data for some reason, such as a disability?

Alternative identification methods, such as, PIN, smart cards and name and photo identification, are always available in BioStore systems. Pupils unable to provide biometric data can opt to use one of these methods, as can any pupil who prefers not to use biometrics.

If I object to my child being fingerprinted, what will happen?

The school will issue any pupil who wishes to opt out of the biometric system with an alternative method of identification. BioStore recognises a number of identification methods, including smartcards, PIN numbers, passwords and name and photo lookup.